United Nations ST/IC/2004/44

Secretariat

15 September 2004

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Additional arrangements for admission to the premises at United Nations Headquarters during the general debate of the fifty-ninth session of the General Assembly, 21 September through 1 October 2004**

1. The present circular describes arrangements that will be in effect at Headquarters for admission to the premises during the general debate of the fifty-ninth session of the General Assembly from Tuesday, 21 September, through Friday, 1 October 2004. Due to heightened security measures throughout New York City and at Headquarters, the section of First Avenue in front of the United Nations will be closed to vehicular traffic from Monday, 20 September, through Friday, 1 October 2004. As conditions permit, this restriction may be eased by the host country law enforcement authorities. At this time, it is expected that on the weekend of 25 and 26 September, First Avenue will be open to vehicular traffic.

2. The United Nations will be closed to the public from Monday, 20 September, through Friday, 1 October 2004. During this period, regular guided tours will be suspended for 12 days. While the premises are closed to the public, staff members are requested to schedule any appointments with visitors and guests at locations away from the Headquarters site. The premises will reopen to the public on the weekend of 2 and 3 October 2004, when guided tours will resume a regular schedule.

3. During the general debate, individuals holding courtesy, temporary (non-photo) and recreational club passes will not be given access to the United Nations complex. In addition, outside messengers, guests and holders of library building passes will not be admitted. This should be taken into account when scheduling all appointments and meetings during this period. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard. Unless it is essential to conduct official business at the Secretariat, staff members who work in United Nations annex buildings are advised to use the pedestrian crossover at 46th Street to enter the United Nations premises from Monday, 20 September, through Friday, 1 October 2004.

* Expiration date of the present information circular: 4 October 2004.

04-51065 (E) 160904

Access through the Delegates' Entrance

4. The Delegates' Entrance is reserved for high-ranking officials and senior United Nations staff. In order to enhance security during the period from Monday, 20 September, to Friday, 1 October, the vehicular gate at 45th Street and First Avenue will be reserved for the exiting of motorcades.

Access for representatives of non-governmental organizations, the media, retirees, staff, affiliates and interns

5. For access to the complex, a temporary pedestrian crossover has been constructed at First Avenue and 46th Street. A screening and accreditation centre has been installed in a tent located near the North Lawn area. Representatives of non-governmental organizations, the media, affiliates and interns will be directed north, to the 47th Street gate and the North Lawn facility for accreditation, as necessary, and security screening. They will use the special access walkway next to the globe sculpture (gift of Italy), to enter the General Assembly Building from the Visitors' Plaza, at the east Canadian doors.

6. Access arrangements for representatives of non-governmental organizations shall be through the entrance at 47th Street and First Avenue, where they will be subject to security screening. Those who are not yet accredited will be required to go through an accreditation and screening process in the North Lawn facility. Representatives of non-governmental organizations who possess a valid United Nations building pass and an appropriate meeting ticket will have access to a limited number of seats reserved for them in the fourth balcony of the General Assembly Hall.

7. Members of the media who are not yet accredited will be required to go through an accreditation and screening process in the North Lawn facility. Magnetometer screening of media equipment will be conducted at the facility. In connection with the closure of First Avenue, the traffic median (media island) at 46th Street and First Avenue will be used by satellite communication vehicles.

8. Staff members and retirees using the 46th Street crossing point will be directed north to the 46th Street visitors' gate. Staff members will enter the General Assembly Building from the Visitors' Plaza, at the west Canadian doors. Retirees will be subject to screening inside the visitors' screening facility before using the doorway to enter the General Assembly Building.

Access to restricted areas

9. The second floor of both the General Assembly and Conference Buildings, including the bilateral meeting areas located in the Chinese Lounge on the second floor, the area behind the balcony on the third floor of the General Assembly Building, and in Conference Rooms B and C, will be reserved for members of delegations and staff conducting official business. Access to these areas will be given to those bearing United Nations building passes and colour-coded access passes (secondary passes) issued for the duration of the general debate, in accordance with established procedures.

10. The North Lounge on the second floor of the Conference Building will be accessible to staff members with colour-coded access passes (secondary passes) who are conducting official business in the lounge during the general debate. The South Lounge will be utilized during this period as an area for delegations to hold informal

interviews with the press. Therefore, access to the South Lounge is restricted to accredited members of the media and members of delegations invited for interviews.

11. To the extent that space is available, staff members and retirees will be accorded access to the gallery seating areas of the General Assembly Hall upon presentation of their United Nations building passes. On certain days, however, special arrangements may be in effect.

Closure of First Avenue

12. It is anticipated that the area in front of the United Nations along First Avenue from 42nd Street to 46th Street will be closed to vehicular traffic from Monday, 20 September, to Friday, 1 October. Delegations and staff members may cross First Avenue at 42nd, 46th or 49th Streets, upon presentation of their building passes. The vehicular crossing point at 46th Street is expected to be particularly congested. A vehicular checkpoint will be established at Second Avenue and 46th Street. Please allow additional time to clear the checkpoint.

13. The street crossing points at 42nd and 46th Streets will be closed at various times throughout the day because of the arrival and departure of motorcades. Therefore, during intermittent closings of First Avenue, the only entry point to the premises will be through the 49th Street crossing point and the checkpoint at the south-east corner of 48th Street.

14. Staff members and affiliates who encounter difficulty in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, located in the lobby of the DC1 Building, on 44th Street and First Avenue.

15. The Secretariat Circle will be closed to vehicular traffic, except for escorted motorcades. The garage entrance at 48th Street will remain open 24 hours a day from 4 a.m. on Monday, 20 September, until the close of business on Friday, 1 October 2004. The garage exit at 42nd Street will remain open 24 hours a day when First Avenue is closed to traffic during this period. When First Avenue reopens to traffic, vehicles may leave the garage through the up-ramp to the Secretariat Circle and exit at 43rd Street and First Avenue.

Alternative access route

16. Passenger vehicles with valid authorization to park in the United Nations garage will be allowed to proceed east along 46th Street to First Avenue and 48th Street to the garage entrance. Whenever First Avenue is closed to vehicular traffic, authorized vehicles may utilize the established alternative route through which access can be gained to Headquarters by travelling southbound on the FDR Drive. Upon exiting the FDR Drive, motorists will turn right on 49th Street while staying in the extreme left lane, which will permit them to proceed south on First Avenue to the security checkpoint at the garage entrance. This year the route will be available from 4 a.m. on Monday, 20 September, through Friday, 24 September; it will be closed during the weekend of 25 and 26 September; and it will reopen from Monday, 27 September, until the close of business on Friday, 1 October 2004. There may be periods during the general debate when the FDR Drive will be closed for intervals during the day.

Closure of the garage

17. For security reasons, the garage will be closed for parking from 8 p.m. on Sunday, 19 September, and will reopen for authorized vehicles at 4 a.m. on Monday, 20 September. All vehicles must be removed not later than 10 p.m. on Sunday, 19 September, until the reopening of the garage. Remaining vehicles will be towed and stored at the owner's expense.

Alternative parking while the garage is closed

18. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Sunday, 19 September, parking has been allocated for properly identified vehicles along both sides of First Avenue, from 51st to 56th Streets, from 8 p.m. on Sunday, 19 September, to 8 a.m. on Monday, 20 September 2004. A special parking decal, which can be obtained from the Garage Administration, should be displayed on the dashboard of the vehicle and will be honoured by the authorities of the Host Government.

Vehicle security checks

19. All vehicles entering the garage are subject to search. Significant delays should be expected. Owing to the traffic restrictions, staff members are encouraged to use public transportation from Monday, 20 September, through Friday, 1 October. Please limit the contents inside vehicle trunks to expedite security clearance.

Dining room, other catering facilities and commercial operations

20. It is anticipated that a very large number of security, support and other staff accompanying Heads of State and Government will be on the premises and will use the catering facilities at the United Nations. To the extent possible, the facilities will be expanded to accommodate them. In addition, the hours of operation for some catering facilities normally used by staff will change during this period. The hours of operation of the various catering facilities for the week of Monday, 20 September, to Friday, 24 September, Saturday, 25 September, and the week of Monday, 27 September, through Friday, 1 October 2004, will be as follows:

Cafeteria (Secretariat Building, first floor)

Monday-Friday (20 September-1 October)	8 a.m.-8.30 p.m.
Saturday (25 September)	9 a.m.-3 p.m.

Staff Café (Conference Building, fourth floor)

Monday-Friday (20 September-1 October)	11.30 a.m.-2.30 p.m.

Café Austria (Conference Building, first basement)

Monday-Friday (20 September-1 October)	9 a.m.-6 p.m.

UNCA Club

Monday-Friday (20 September-1 October)	12 p.m.-3 p.m.

UNDC-1 Cafeteria, third floor

Monday-Friday (20 September-1 October)	8 a.m.-6 p.m.

UNICEF Cafeteria (UNICEF House, first floor)

Monday-Friday (20 September-1 October)	8.30 a.m.-4.30 p.m.

21. The Delegates' Dining Room will be open from Monday to Friday, 20 September to 1 October, from 11.30 a.m. to 2.30 p.m. Access and seating will require the presentation of United Nations building passes valid for the fifty-ninth session of the General Assembly. Priority will be given to reservations from delegations.